

STANDARDS AND PROCEDURES			
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION	
Section: 01	Title:	OPERATIONS	
Sub Section: 18	Title:	BUILDING SECURITY	
Document:	Title:		

1. STANDARD

1.1. Summary of Standard Changes

1.2. Purpose

Define Building Security for the 1510 W. Adams, Information Processing Center.

1.3. Scope

This policy applies to visitors to the IPC; this policy also covers the usage of Temporary badges and to the paperwork that is used both in Visitor and Temporary badging.

1.4. Responsibilities

IPC employees will be issued Key cards used for entry to the IPC building located at 1510 W. Adams. All personnel receiving the cards are responsible for the card's safekeeping and appropriate use. The cards should not be damaged, or lost, the cards should not be loaned to anyone. Permitting someone else to use a Key card is a security violation and may result in disciplinary action. Lost Key cards are also considered a security risk by the IPC. Employees should report a lost or damaged card to their supervisor immediately.

DAYTIME (0700 – 1700) VISITORS and TEMPORARY badges:

- 1) Visitors to the IPC are to check-in with the Front Desk personnel. They are to sign the VISITOR SIGN IN LOG, form DOADC-701. The visitor will inform the Front Desk personnel whom they are here to see. The individual will be called and asked to come to the front desk to escort the visitor. Any person wearing a Visitors badge must be escorted at all times. If seen unescorted, the person must be taken to the Front Desk area and the person who signed the visitor in must be notified.
- 2) Temporary Key cards can only be issued to individuals who have completed the DOR CONFIDENTIALITY training class and have signed the NON-DISCLOSURE AGREEMENT. Until this training is completed all contractors or new employees must be given a visitors badge and must be escorted at all times. After completing the training and signing the agreement, a copy of the agreement should be returned to ISD and presented to the person's supervisor. Once this is completed, the person requiring the badge will fill out and sign form DOADC-703. The Front Desk personnel or the person's supervisor will cosign. A copy of form DOADC-703 will be maintained with the signed Temporary Key card form.

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- 3) Forms DOADC-701 and DOADC-703 will be maintained by Front Desk personnel for two years.

NIGHTTIME (1700 – 0700) and WEEKENDS

- 1) At 1700 the guard on duty will go to the Front Desk and pick up the VISITOR SIGN IN LOG, form DOADC-701, and the visitor badges. Visitors must check in with the guard on duty, announce who they are here to see. The guard will call the IPC person named, if the person expects the visitor he/she will report to the guard station and sign the person in to the VISITOR SIGN IN LOG, form DOADC-071. The visitor will then be escorted for the duration of their visit at the IPC. If a person wearing a VISITOR's badge is seen unescorted, the person must be taken to the Guard station, and the person who signed the visitor in must be notified. At 0700 the guard on duty will turn in all VISITOR SIGN IN logs and badges to Front Desk personnel for filing.
- 2) If an employee reports to the guard that he/she has forgotten his/her Key card, the Guard will call the person's supervisor or lead person. The supervisor or lead person will fill out the Temporary Badge form DOADC-703, the badge will be returned at the end of shift. This form will be turned over to Front Desk personnel at 0700. **No temporary badges will be issued to a contractor or new employee during a nighttime or weekend shift.**

CIPHER LOCKS

The IPC has 2 areas that use a CIPHER lock as added security. The CIPHER locks are changed quarterly or when a member of the IPC staff leaves or is terminated. Each member of the IPC staff must sign the CIPHER LOCK LOG form DOADC-702 to obtain the new combinations. The areas are, the Main Computer room and I/O Operations.

1.5. Description of Standard

This document has been written to explain the IPC building security policy.